

U.S. MISSION, PAKISTAN - EMBASSY ISLAMABAD

VACANCY ANNOUNCEMENT NUMBER: 12-87

OPEN TO: In-House Candidates Only

POSITION: **Dispatcher**, FSN-6; FP-8*

POSITION NO: I-52872

WORK HOURS: Full-time; 48 hours/week

SALARY: *Not-Ordinarily Resident: US\$35, 753 p.a. (Starting salary)
(Position Grade: FP-8 to be confirmed by Washington)
*Ordinarily Resident: Rs.665, 099 p.a. (Starting salary)
(Position Grade: FSN-6)

OPENING DATE: May 17, 2012

CLOSING DATE: May 30, 2012

NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Islamabad is seeking an individual for a position of Dispatcher in the Motor Pool, General Services Office.

BASIC FUNCTIONS OF POSITION:

The incumbent is responsible to implement the chauffeurs' schedule. Incumbent receives the requests and vehicles and chauffeurs for the trip. Incumbent is responsible to make sure the vehicle and chauffeur meets all the requirements before leaving for the assignment. Communicates with chauffeurs via radio during the trip. Coordinates with the supervisors to prepare the chauffeur duty roaster.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office.

QUALIFICATIONS REQUIRED:

NOTE: *All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.*

- 1. EDUCATION:** Completion of ten years of education is required.
- 2. EXPERIENCE:** Minimum two years of experience as a chauffeur including dispatcher is required.
- 3. LANGUAGE:** Level III (good working knowledge) of Speaking/Reading/Writing English and Urdu is required. This may be tested.
- 4. KNOWLEDGE:** Must have a good knowledge of automotive vehicles operation and a general knowledge of automotive safety maintenance. Must have basic computer knowledge.
- 5. ABILITIES & SKILLS:** Must be able to organize trip and work schedules. Must be able to negotiate effectively conflicting desires or requests of chauffeurs for changes in work schedule. Must be able to provide good customer service. Must have a valid Pakistani HTV driving license.

SELECTION PROCESS:

When equally qualified, U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA:

1. Management will consider nepotism/conflict of interest, budget and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Applicants for the position must meet the required qualifications as advertised in the vacancy announcement.
5. Current employees who have voluntarily reassigned/promoted from one position to another are not eligible to apply for six months from the effective date of the reassignment/promotion.
6. Current employees who have received any job-related training are not eligible to apply in another section/agency for six months from the effective date of the training.
7. Candidates need to indicate on the Application for Employment if any family member is working in the U.S. Mission, Pakistan and, if so, in which section.
8. U. S. Mission Pakistan will not bear any travel expenses for testing, interviews, pre-employments clearances (if selected) or relocating for joining.

TO APPLY:

Interested applicants must submit their duly-filled/completed [DS-174](#) (Application for Employment as LE Staff) at Pakjobs@state.gov. Paper (hard copy) applications are not accepted. Vacancy Announcement Number (e.g. 12-XX) must be mentioned in the subject line.

Please do not attach any documents with your application. Incomplete and submissions after closing date will not be considered. Only short-listed candidates will be contacted for their test/interview. To see all advertised positions, please visit the Embassy Web site http://islamabad.usembassy.gov/employment_opportunities.html.

DEFINITIONS:

1. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has the required work and/or residency permit for employment in country.
2. Not-Ordinarily Resident (NOR): Typically NORs are U.S. citizen EFM's (Eligible Family Members) and family members of United States Government personnel who are on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

CLOSING DATE FOR THIS POSITION: May 30, 2012

U. S. Mission, Pakistan is an equal employment opportunity employer. All applicants will receive consideration without regard to race, color, religion, gender, national origin, disability, age, sexual orientation, social status, or political ideologies/affiliation.